

UNITED STATES BANKRUPTCY COURT
DISTRICT OF HAWAII

Case Management

CM / ECF

Electronic Case Files

INTERNET CREDIT CARD
PAYMENT OF FILING FEES

The court requires that any filing fees due upon the electronic filing of a petition, motion, amendment, or other document be paid through the United States Treasury Credit Card module in CM/ECF.¹ The following credit cards are accepted: American Express, Diners Club, Discover, MasterCard, and VISA. (Debit cards currently are not accepted.) It is the responsibility of the filing party to obtain and maintain one or more accounts sufficient for payment of all fees being incurred. It is also the responsibility of the cardholder to establish policies and procedures to ensure the appropriate use of the credit card account(s).

Payment of the fees required upon the filing of a new case or for amendments, motions, or other documents must be made on the day of filing. A filer may elect to pay after each transaction or to make a single payment at the end of the business day for all filing fees due, so long as the credit card payment is processed **before 6:00 p.m.** If the fee is not paid as required, the local rules provide that the court may, in its discretion, dismiss the case or strike the document for which the fee was due. For any questions or problems concerning a credit card payment, please contact Amy Young (522.8100 x 119) or Denise Nagata (x 127) at the Clerk's office.

Credit Card Processing:

STEP 1 Select "Pay Now" on the pop-up screen that will appear at the end of docketing.

(Note: If your Internet browser has a feature to block pop-up screens, ensure that this is turned off.)

Electronic Payment - Microsoft Internet Explorer


Summary of current charges:

Date Incurred	Description	Amount
2004-08-16 08:06:32	Motion to Compel Abandonment(03-05501) [motion,mot110] (150.00)	\$ 150.00
		Total: \$ 150.00

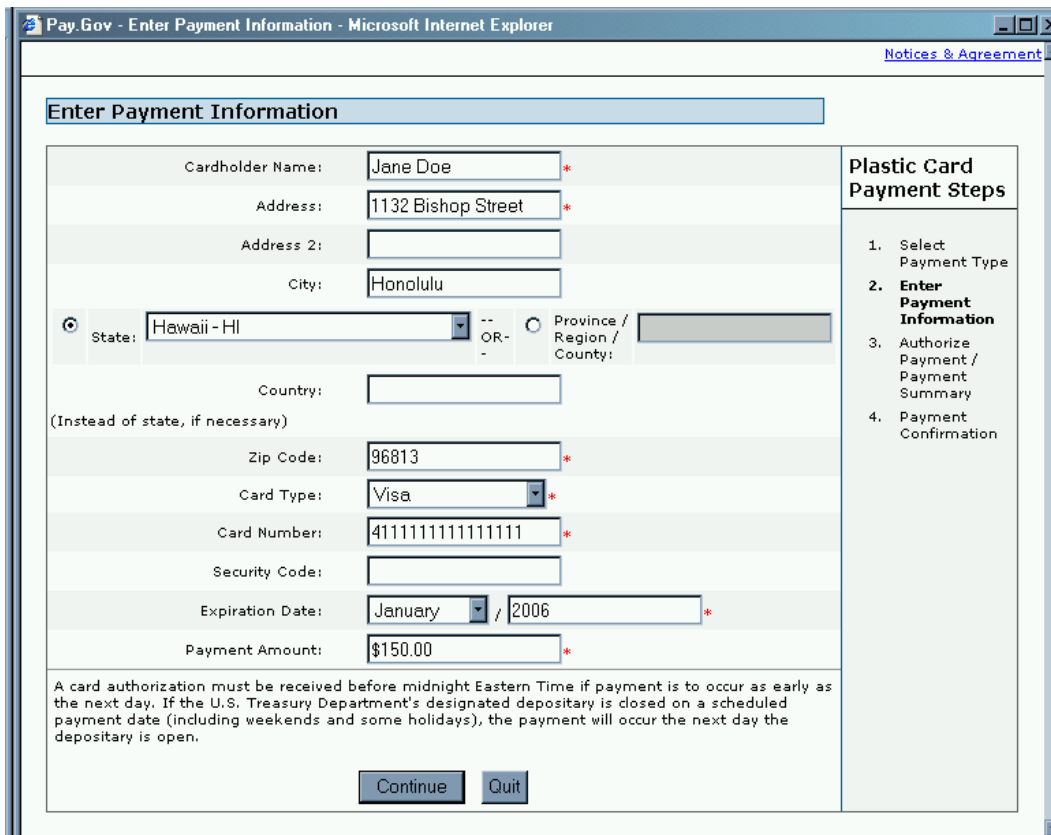
Pay Now Continue Filing

1. Note: An attorney seeking authority to make a pro hac vice appearance must pay an assessment, currently \$225, by check or money order made payable to Clerk, U.S. District Court. For further information, see local form hib_83-1e - Application to Appear Pro Hac Vice.

To complete payment at this time, the filer must select "Pay Now". To postpone payment until the close of the business day - but **before 6:00 p.m.** - the filer must select "Continue Filing". If "Continue Filing" is chosen, the filer may bring up the payment screen at a later time by going to **Utilities ... Internet Payments Due**, as highlighted below. The summary of current charges will appear on the same pop-up screen shown on the preceding page.

 Bankruptcy • Adversary • Query • Reports • Utilities	
Utilities	
Your Account Internet Payment History Internet Payments Due Maintain Your ECF Account View Your Transaction Log	Miscellaneous (cont.)

STEP 2 Enter Payment Information. The filer's name, address, city, state, and zip code information will be filled in automatically based on the information in the CM/ECF database. The filer may change the information contained in these fields, but this will not change the information contained in the database. (A filer may make a permanent change by going to **Utilities ... Maintain Your ECF Account.**) Please note that payment approval does not require the CM/ECF address to match the credit card account billing address.



Pay.Gov - Enter Payment Information - Microsoft Internet Explorer

[Notices & Agreement](#)

Enter Payment Information

Cardholder Name:	Jane Doe *
Address:	1132 Bishop Street *
Address 2:	
City:	Honolulu
State:	Hawaii - HI -- OR -- Province / Region / County:
Country:	
(Instead of state, if necessary)	
Zip Code:	96813 *
Card Type:	Visa *
Card Number:	4111111111111111 *
Security Code:	
Expiration Date:	January / 2006 *
Payment Amount:	\$150.00 *

A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.

[Continue](#) [Quit](#)

Plastic Card Payment Steps

1. Select Payment Type
2. **Enter Payment Information**
3. Authorize Payment / Payment Summary
4. Payment Confirmation

The filer must select the type of credit card being used from a drop-down list and enter the account number, then enter the expiration date. It is not necessary to enter any information in the "Security Code" field. When done, the filer must select "Continue".

STEP 3 Payment Summary and Authorization. The next screen will summarize the transaction information. If correct, the filer must check the box to authorize the payment, as shown in the section highlighted below. The filer may also request that a confirmation receipt - in addition to the receipt generated in CM/ECF system - be emailed upon completion of the transaction. This last step is an option for the filer and not a requirement for continuing. To complete the transaction, the filer must select "Make Payment". **The "Make Payment" button should be pressed only once; pressing this button more than once may result in multiple charges.**

Pay.Gov - Payment Summary and Authorization - Microsoft Internet Explorer

[Notices & Agreement](#)

Payment Summary and Authorization

Cardholder Name:	Jane Doe
Address:	1132 Bishop Street
Address 2:	
City:	Honolulu
State:	HI
Country:	
Zip Code:	96813
Card Type:	Visa
Card Number:	*****1111
Expiration Date:	1 / 2006
Payment Amount:	\$150.00
Current Date and Time:	08/16/2004 02:25 PM

Plastic Card Payment Steps

1. Select Payment Type
2. Enter Payment Information
3. **Authorize Payment / Payment Summary**
4. Payment Confirmation

Authorization*

☒ I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

Confirmation Receipt Request

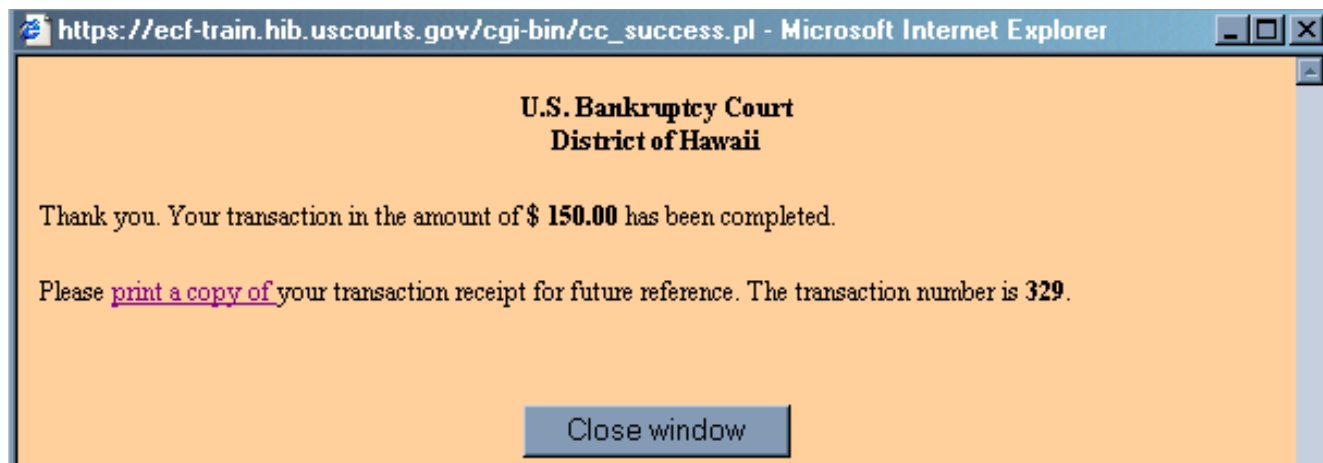
To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Re-enter Email Address to Confirm:

Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.

STEP 4 Print a receipt. Upon approval, a final screen appears, allowing the filer to print a receipt for record-keeping. The filer must select “Close window” to return to the main CM/ECF window.



Note that a receipt number also is printed on the docket.

08/16/2004	1	Motion to Compel Abandonment. Fee Amount \$ 150, Filed by Creditor ABC Loan Company (train06,) (Entered: 08/16/2004)
08/16/2004		Receipt of filing fee for Motion to Compel Abandonment(03-05500) [motion,mot110] (150.00). Receipt No. 329. Fee amount \$ 150.00. (U.S. Treasury) (Entered: 08/16/2004)